



Table of Contents

INTRODUCTION:.....	2
Scenario 1: Post FAR Adjustment Process to Reduce/Increase Revenue	2
STEP 1: Create a new Bill.....	3
STEP 2: Complete the Adjustment Bill	9
STEP 3: Run the Single Action Invoice Process.....	10
Scenario 2: Post FAR Adjustment Process to Move Revenue from One Charge Code to another Charge Code as a Post-Z Adjustment.....	13
STEP 1: Create a New Bill	13
STEP 2: Complete the Adjustment Bill	19
STEP 3: Run the Single Action Invoice Process.....	19
Scenario 3: Post FAR Adjustment Process to Increase or Decrease the FAR amount when the payment method was NOT Cash or Check.	23
STEP 1: Create a New Bill	23
STEP 2: Complete the Adjustment Bill	29
STEP 3: Run the Single Action Invoice Process.....	29



INTRODUCTION:

Occasionally there may be an instance when the Funds Allocation Report did not accurately reflect the deposit amount or allocation, and was not caught prior to running the Single Action Invoice process. Making a correction for this is referred to as a Post FAR Adjustment. There are 3 basic types of Post FAR Adjustments that may be needed. The format of the Bill Lines will determine the type of adjustment made.

1. Use Scenario 1 – JDP (Adjustment Deposit): To adjust the Deposit Revenue amount as a Post-Z Adjustment. (Either Reduce or Increase the Revenue for **Cash or Checks payments only**).
2. Use Scenario 2 – JAD (Adjustment Other):
 - a. To move the Revenue from one Charge Code to another Charge Code as a Post-Z Adjustment for any bill payment method.
3. Use Scenario 3 – JCR, JCU, JPP (Miscellaneous Adjustments):
 - a. To increase or decrease the amount entered through the register, when found to be incorrect after the Single Action Invoice process was completed

Scenario 1: Post FAR Adjustment Process to Reduce/Increase Revenue

Scenario: *The deposit has already been sent to the bank and the FAR Report completed. It was then discovered that the amount of the deposit did not equal the FAR Report. The FAR Report needs to be adjusted to reflect the actual amount of the deposit.*

NOTE: *The below example is for increasing revenue. Should you need to decrease revenue, where the instructions indicate to enter a **Positive** amount, enter the amount as a **Negative** amount.*



STEP 1: Create a new Bill

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** "JUD##", where ## is your 2-digit county code.
 - ii. **Invoice:** Defaults to "NEXT", meaning the next available bill number will be assigned.
 - iii. **Bill Type Identifier:** Enter or select JDP – Adjustment- Deposit Amount.
 - iv. **Bill Source:** "ONLINE", since the bill is being entered online.
 - v. **Customer:** "JUD##", Same as the Business Unit.
 - vi. **Invoice Date:** enter current date.
 - vii. **Accounting Date:** enter current date.
 - c. Click the **Add** button.

Bill Entry

Business Unit

JUD07

Invoice

NEXT

Bill Type Identifier

JDP

Bill Source

ONLINE

Customer

JUD07

Invoice Date

02/07/2017

31

Accounting Date

02/07/2017

31

Add

NOTE: Back dating of this process is only allowed if you have not processed your end-of-month (EOM) local revenue and would only be applicable to the immediate prior month. For example, if you are processing a Post Far Adjustment on September 6th and you would like it to be reflected in August end-of-month (EOM) work, you may do this only if you have not completed your EOM local revenue for August. Also, please note, even if you have not completed your EOM local revenue for other earlier months, you may only back date to the immediate past month, in this example that would be August (not July or earlier).



OTC – Post FAR Adjustments

2. **Header – Info 1**, of the Bill detail page will display.
 - a. Confirm the other fields you populated on the previous **Add a New Value** page are correct.
 - b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment.

Header - Info 1

Line - Info 1

Unit JUD07

Invoice NEXT

Pretax Amt 0.00 USD

Status NEW

*Type JDP

*Customer JUD07

Cecil County Circuit Court

*Invoice Form NO_PRINT

Accounting Date 02/07/2017

Remit To PNC

Sales DEFAULT

Credit DEFAULT

Billing Specialist DEFAULT

Default Biller

Invoice Date 02/07/2017

Source ONLINE

SubCust1

From Date

Pay Terms IMMED

Bank Account 07

Bill Inquiry Phone

Collector DEFAULT

Billing Authority DEFAULT

Default Biller

Cycle ID DAILY

*Frequency Once

SubCust2

To Date

Pay Method Check

Notes

Summary

Header Info 2

Express Entry

Bill Search

Address

Line Search

Copy Address

Attachments

Navigation Header - Info 1

Save

Notify

Refresh

Page Series

Prev

Next

Add

Update/Display



OTC – Post FAR Adjustments

3. The **Header – Note** tab will display.
 - a. Include the following information on your audit note:
 - i. Original Receipt Number (if known).
 - ii. Reason and any other information needed to explain the bill adjustment.
 - iii. Select the: *Header - Order Info* from the **Navigation:** drop-down at the bottom of the page.

Header - Info 1

Line - Info 1

Header - Note

Unit JUD07

Bill To JUD07

Pretax Amt

0.00 USD

Invoice NEXT

Cecil County Circuit Court

Customer Notes

Bill Header Notes

Find | View All

First

1 of 1

Last

☐ Standard Note Flag

Std Note

☐ Internal Only Flag

Note Type

Note Text:

Deposit date 02/01/2017 for check # 13954 was entered as \$10.00 rather than \$100.00. Receipt # 130022566

148 characters remaining

Go to:

Header Info 2

Address

Copy Address

Notes

Express Entry

Attachments

Summary

Bill Search

Line Search

Navigation

Header - Note

Save

Notify

Refresh

4. The **Header – Order Info** tab will display.
 - a. **Contract:** Enter the Original Receipt number, if known, (include all leading zeros).
 - b. **Case Number:** Enter number if associated to a case.
 - c. Click the *Line – Info 1* tab to add bill lines.

Header - Info 1

Header - Order Info

Line - Info 1

Unit JUD07

Bill To JUD07

Pretax Amt

0.00 USD

Invoice NEXT

Cecil County Circuit Court

PO Ref

Contract

Contract Date

Contract Type

OM Bus Unit

Order No

Freight Terms

Ship Via


Case Number

PK Slip No

Sold To

Sold Loc



5. The **Line - Info 1** page will display.
- A new Bill line needs to be added for each Charge Code/**Identifier** – e.g. RCS-106) used on the original receipt.
 - Click the plus sign  on the right of the Bill Line to add each line needed.
 - Add the following information to each Credit line:
 - Table:** Enter “ID”.
 - Identifier:** This is the charge code. Use the look-up magnifying glass if necessary.
 - Gross Extended:** This is the amount of each item/charge code. All additional amounts should be entered in as a **positive** amount to increase the revenue.
 - Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.

Header - Info 1 | **Line - Info 1**

Unit JUD07 Bill To JUD07 Pretax Amt 90.00 USD
Invoice NEXT Cecil County Circuit Court Max Rows 5

Bill Line Find | View All First 1 of 1 Last

Identifier Look Up Date 02/07/2017

Set 1 Line
Table ID Identifier ODY-1360 Net Extended 90.00
Description Writ of Garnishment

Quantity 1.0000 From Date
Unit of Measure EA To Date
Unit Price 90.0000 Line Type REV ☒ Accumulate
Gross Extended 90.00 Tax Code ☐ Tax Exempt
Exempt Cert

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	90.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	90.00


Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation Line - Info 1

Page Series
Prev Next

Save Notify Refresh Add Update/Display



OTC – Post FAR Adjustments

- d. After all Charge Code lines are added, then click the plus sign  to add one last line for the CLEAR-JDP amount.
- This amount will be a **negative** amount and will be credited from CASH.
(This should be the total amount of all debit Bill Lines.)
 - Table:** Enter “ID”.
 - Identifier:** Enter “CLEAR-JDP”.
 - Gross Extended:** Enter amount as a negative (\$-) amount.
 - Click the **Refresh** button.
 - Click the [Accounting](#) link to add the Accounting Distribution information.
 - Confirm the **Pretax Amt:** is **\$0.00** USD. If so – the Bill is balanced.

Header - Info 1 | Line - Info 1

Unit JUD07 Bill To JUD07 Pretax Amt 0.00 USD Max Rows 5

Invoice NEXT Cecil County Circuit Court

Bill Line

Identifier Look Up Date 02/07/2017

Seq 2 Line Net Extended -90.00

Table ID Identifier CLEAR-JDP Description Clear Acct-ADJ Deposit Corr

Quantity 1.0000 From Date To Date

Unit of Measure EA Line Type MISC ☒ Accumulate

Unit Price -90.0000 Tax Code ☐ Tax Exempt

Gross Extended -90.00 Exempt Cert

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	-90.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	-90.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search Navigation Line - Info 1

Save Notify Refresh Add Update/Display



OTC – Post FAR Adjustments

6. The **Acctg – Rev Distribution** page will display.
 - a. Click the “View All” link to complete the Charge Code allocation for each bill line. (If you do not know the allocation strategy for the Charge Code, go to the ‘How to Look up a Charge Code’ chapter in the Index portion of the reference guide.)
 - b. On the **Acctg – Rev Distribution** page, add the Accounting Code(s) to the **Code** field for each Charge Code/**Identifier**: line using the magnifying glass.
 - i. Code: Enter an ‘R’ to select the correct PCA+Object. (e.g., R520107503)
 - ii. Enter the corresponding allocation percent in the Percentage field, if applicable.
 - iii. Enter **JDP** in the **Dept ID** box. This is the bill “Type” entered on the *Header – Info 1* page.
 - iv. The CLEAR-JDP allocation will be added by the system with required information. No changes required.
 - v. Click the **Save** Button

Header - Info 1 | Line - Info 1 | **Revenue Distribution**

Unit JUD07 Bill To JUD07 Pretax Amt 0.00 USD Max Rows 5

Invoice NEXT Cecil County Circuit Court

Bill Line Find | View 1 First 1-2 of 2 Last

Seq 1 Line Net Extended 90.00
Identifier ODY-1360 Description Writ of Garnishment

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | 1 of 1 Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+	R070107536	C07	07010	0001	7536	0701	A0700	AY2017	JDP	100.000

Percent 100.00 Amount 90.00 Gross Extended 90.00

Seq 2 Line Net Extended -90.00
Identifier CLEAR-JDP Description Clear Acct-ADJ Deposit Corr

Bill Line Distribution - Revenue Personalize | Find | View All | 1 of 1 Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+	CLEAR-JDP	C07	07990	7099	9652	0799	A0799	AY2017	JDP	100.000

Percent 100.00 Amount -90.00 Gross Extended -90.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search

Navigation: Acctg - Rev Distribution

Page Series: Prev Next

Save Notify Refresh Add Update/Display



STEP 2: Complete the Adjustment Bill

1. Return to the bill *Header – Info 1* tab.
2. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).
3. Click the **Save** button.

Header - Info 1

Line - Info 1

Unit JUD07

Invoice 0009171784

Pretax Amt 0.00 USD

Status RDY

*Type JDP

*Customer JUD07

Cecil County Circuit Court

*Invoice Form NO_PRINT

Accounting Date 02/07/2017

Remit To PNC

Sales DEFAULT

Credit DEFAULT

Billing Specialist DEFAULT

Default Biller

Invoice Date 02/07/2017

Source ONLINE

SubCust1

From Date

Pay Terms IMMED

Bank Account 07

Bill Inquiry Phone

Collector DEFAULT

Billing Authority DEFAULT

Default Biller

Cycle ID DAILY

*Frequency Once

SubCust2

To Date

Pay Method Check

Go to:

Header Info 2

Address

Copy Address

Notes

Express Entry

Attachments

Summary

Bill Search

Line Search

Navigation Header - Info 1

Page Series

Prev

Next

Save

Notify

Refresh

Add



STEP 3: Run the Single Action Invoice Process

For each of the different Adjustment Bill Types used (i.e., JAD, JBC, JCC, JCU, JPP), the Single Action Invoice process will need to be run. This example demonstrates a JDP (Deposit Amount) Adjustment.

NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

1. The *Single Action Invoice* page will display.
 - a. Select a Run Control – If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it “Adjustment_Deposit”. You can then use this Run Control each time you process a JDP adjustment, by searching for it under the “Find an Existing Value” tab.

Single Action Invoice


Find an Existing Value	Add a New Value
------------------------	-----------------

Run Control ID	JDP-Deposit-Adjustment	x
----------------	------------------------	---


Add



The [Single Action Invoice](#) Run Control page will display.

- b. Complete the following run control settings:
 - i. **Invoice Date Option:** “Processing Date” will default in.
 - ii. **Posting Action:** Enter “Batch Standard”.
 - iii. **Range Selection:** Enter “Bill Type”.
 - iv. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Enter the adjustment bill type used. The example below is a “JDP”.
 - vi. Click the **Save** button.
- c. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized.
 - i. View the number bills in the blue bar to ensure all your JDP bills are included.
 - ii. Click the **Return** button to return to the [Single Action Invoice](#) run control page.
NOTE: If nothing is listed or the number of bills to process does not match what is expected then there is a problem. **STOP and call the helpdesk for assistance.**
- d. Click the **Run** button.

[Single Action Invoice](#) [Print Options](#)

Run Control ID JDP-Deposit-Adjustment [Report Manager](#) [Process Monitor](#) [Run](#) 

Language ☒ Specified Language ☐ Recipient's Language

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr 1

Invoice Date Option

☒ Processing Date
☐ User Defined

Posting Action

☐ Do Not Post ☒ Batch Standard

Range Selection

☐ All
☐ Bill Cycle
☐ Date Bill Added
☐ Range ID
☐ Public Voucher Number

☐ Invoice ID
☐ Cust ID
☒ Bill Type
☐ Bill Source

Business Unit

Bill Type

[Save](#) [Notify](#)

[Add](#) [Update/Display](#)



2. The [Process Scheduler Request](#) page will display.
 - a. Select the checkbox for the AOC_MAIN ([AOC Circuit & District Courts](#)) Process Name.
 - b. Click the **OK** button.

Process Scheduler Request

User ID **debbie.seipp** Run Control ID **JDP-Deposit-Adjustment**

Server Name Run Date

Recurrence Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution

3. The [Single Action Invoice](#) Run Control page will display.
 - a. A Process Instance number will display under the Run button indicating the process has begun.
 - b. Click the [Process Monitor](#) link.
4. The [Process List](#) page will display.
 - a. Review the *Process List* to see that the [AOC_MAIN](#) process is running.
NOTE: This is a multi-part process and may take a few minutes to run.
 - b. Click the [AOC_MAIN](#) process name link to see its sub-processes.
 - c. Click the **Refresh** button periodically until the status of all sub-processes reads "SUCCESS".
 - i. Click both the [BIIVC000](#) and [BILDAR01](#) sub-process.
 1. Click the [Message Log](#) on the [BIIVC000](#) process to confirm completion and to make sure the correct number of bills were processed.
 2. Click the [View Log/Trace](#) link and open the **PDF** file on the [BILDAR01](#) process to confirm "0" bills were sent to AR.

1192895 - AOC_MAIN Success

1192896 - BIIVC000 Success

1192897 - BI_IVCEXT Success

1192898 - BICURCNV Success

1192899 - BIPRELD Success

1192900 - BILDGL01 Success

1192901 - BILDAR01 Success

End of Process to Increase/Reduce the Revenue Amount.



Scenario 2: Post FAR Adjustment Process to Move Revenue from One Charge Code to another Charge Code as a Post-Z Adjustment

Scenario: The Charge Code on the Final FAR was found to be incorrect. Two bills lines will need to be added, one to credit the incorrect Charge Code and the second to add the new correct Charge Code. This scenario should be used for any payment methods when changing the Charge Codes/Identifiers.

NOTE: Before getting started, gather a copy of the original transaction(s) information (if available). If in GEARS - print the Acctg – Rev Distribution page of all of the original transaction bill lines, as this will help verify the original allocation strategy and the charge code/identifier.

STEP 1: Create a New Bill

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** "JUD##", where ## is your 2-digit county code.
 - ii. **Invoice:** Defaults to "NEXT", meaning the next available bill number will be assigned.
 - iii. **Bill Type Identifier:** Enter or select correct Adjustment Bill type as "JAD, JCR, etc".
 - iv. **Bill Source:** "ONLINE", since the bill is being entered online.
 - v. **Customer:** "JUD##", Same as the Business Unit.
 - vi. **Invoice Date:** is the current date.
 - vii. **Accounting Date:** is the current date.
 - c. Click the **Add** button.

Bill Entry

The screenshot shows the 'Bill Entry' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and circled in red. Below the tabs, the form fields are as follows:

Business Unit	JUD08	Search icon
Invoice	NEXT	
Bill Type Identifier	JAD	Search icon
Bill Source	ONLINE	Search icon
Customer	JUD08	Search icon
Invoice Date	02/02/2017	Calendar icon
Accounting Date	02/02/2017	Calendar icon

At the bottom of the form, there is an 'Add' button, which is also circled in red.



OTC – Post FAR Adjustments

2. The default tab, [Header – Info 1](#), of the Bill detail page will display.
 - a. Confirm the other fields you populated on the previous **Add a New Value** page are correct.
 - b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment.

Header - Info 1		Line - Info 1	
Unit	JUD08	Invoice	0006170479
Pretax Amt	0.00	USD	
Status	NEW	Invoice Date	02/02/2017
*Type	JAD	Source	ONLINE
*Customer	JUD08	SubCust1	
Charles County Circuit Court		Cycle ID	DAILY
*Invoice Form	NO_PRINT	*Frequency	Once
Accounting Date	02/02/2017	SubCust2	
Remit To	BOA	From Date	
Sales	DEFAULT	Pay Terms	IMMED
Credit	DEFAULT	Bank Account	08
Billing Specialist	DEFAULT	Bill Inquiry Phone	
	Default Biller	Collector	DEFAULT
		Billing Authority	DEFAULT
			Default Biller
Go to:	Header Info 2	Address	Copy Address
Notes	Express Entry		Attachments
Summary	Bill Search	Line Search	Navigation
			Header - Info 1
Save	Return to Search	Previous in List	Next in List
	Notify	Refresh	Add



OTC – Post FAR Adjustments

3. The **Header – Note** tab will display.
 - a. Include the following information on your audit note:
 - i. Original Receipt Number (if known).
 - ii. Reason and any other information needed to explain the bill adjustment.
 - b. Select the: *Header - Order Info* from the **Navigation:** drop-down at the bottom of the page.

Header - Info 1 | Line - Info 1 | **Header - Note**

Unit JUD08 Bill To JUD08 Pretax Amt 0.00 USD
Invoice 0006170479 Charles County Circuit Court

Customer Notes

Find | View All First 1 of 1 Last

☐ Standard Note Flag Std Note
☐ Internal Only Flag Note Type CUSTNOTE

Note Text: Customer Note
C16-546 Receipt 201600001450 clerk rang \$10.00 in incorrect charge code
183 characters remaining

Go to: Header Info 2 Address Copy Address
Notes Express Entry Attachments
Summary Bill Search Line Search

Navigation Header - Note

Save Return to Search Previous in List Next in List Notify Refresh

4. The **Header – Order Info** tab will display.
 - a. **Contract:** Enter the Original Receipt number exactly as it appears (include all leading zeros).
 - b. **Case Number:** Enter number if associated to a case.
 - c. Click the *Line – Info 1* tab to add bill lines.

Header - Info 1 | **Header - Order Info** | Line - Info 1

Unit JUD08 Bill To JUD08 Pretax Amt 0.00 USD
Invoice 0006170479 Charles County Circuit Court

PO Ref
Contract 201600001450
Contract Date
Contract Type
OM Bus Unit
Order No
Order Date
Ship Bus Unit
Ship ID

Freight Terms
Ship Via
Case Number
PK Slip No
Sold To
Sold Loc
Ship To
Ship Loc



OTC – Post FAR Adjustments

5. The **Line – Info 1** page will display.
 - a. A new Bill line will need to be added for the incorrect Charge Code/**Identifier** – (e.g. RCS-1181) used on the original transaction(s).
 - b. Add the following information to the Credit line:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** This is the charge code. Use the copy of Acctg. Rev Dist page previously printed.
 - iii. **Gross Extended:** enter the amount of the charge code. All reverse amounts should be entered in as a **negative** (\$-) amount to reverse the revenue.
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.

Header - Info 1

Line - Info 1

Unit JUD08

Bill To JUD08

Pretax Amt

-10.00 USD

Invoice 0006170479

Charles County Circuit Court

Max Rows 5

Bill Line

Find | View All

First 1 of 2 Last

Identifier Look Up Date 02/02/2017

Seq 1

Line 5

Table ID

Identifier UCS-1206

Net Extended -10.00

Description Overage from Check

Quantity 1.0000

Unit of Measure EA

Unit Price -10.0000

Gross Extended -10.00

From Date

To Date

Line Type REV

Tax Code

Exempt Cert

Accumulate

Tax Exempt

Less Discount 0.00

Plus Surcharge 0.00

Net Extended -10.00

VAT Amount 0.00

Tax Amount 0.00

Net Plus Tax -10.00

Go to:

Line Info 2

Tax

Accounting

Discount/Surcharge

Notes

Express Entry

Summary

Bill Search

Line Search

Navigation Line - Info 1

Page Series

Prev

Next

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display



OTC – Post FAR Adjustments

- c. Add a new Bill line for the correct Charge Code/**Identifier** – (e.g. RCS-1182) that should have been used in the original transaction(s).
- d. Add the following information to each Credit line:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** Enter the correct charge code. Use the look-up magnifying glass if necessary.
 - iii. **Gross Extended:** Enter amount. The amount will be a **positive** amount (\$+) and will be debited from the charge codes selected.
 - iv. Confirm the **Pretax Amt:** is \$0.00 USD. If so – the Bill is balanced.
- e. Click the **Refresh** button.
- f. Click the [Accounting](#) link to add the Accounting Distribution information.

Header - Info 1 | Line - Info 1

Unit JUD08 Bill To JUD08 Pretax Amt 0.00 USD Max Rows 5

Invoice 0006170479 Charles County Circuit Court

Bill Line

Identifier Look Up Date 02/02/2017

Seq 2 Line 6 Net Extended 10.00 Description CV Filing Fee

Table ID Identifier UCS-1101

Quantity 1.0000 From Date To Date

Unit of Measure EA Unit Price 10.0000 Line Type REV ☒ Accumulate

Gross Extended 10.00 Tax Code ☐ Tax Exempt

Exempt Cert

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	10.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	10.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search Navigation Line - Info 1

Page Series Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display



OTC – Post FAR Adjustments

6. The **Acctg – Rev Distribution** page will display.
 - a. Click the “View All” link to complete the Charge Code allocation information for each bill line.
 - b. Add the Accounting Code(s) to the **Code** field for each Charge Code/**Identifier**: line using the magnifying glass. The correct code and percent is required in order to save the bill.
 - i. Code format is: Revenue+PCA+Object. (e.g., R520107503)
 - c. **Dept ID**: Enter **JAD**. The ‘Type’ field you entered on the Header – Info 1 page.
 - i. JAD = Adjustment – Other
 - d. Click the Save Button.

Header - Info 1 | Line - Info 1 | **Revenue Distribution**

Unit JUD08 Bill To JUD08 Pretax Amt 0.00 USD Max Rows 5

Invoice 0006170479 Charles County Circuit Court

Bill Line Find **View All** First 1-2 of 2 Last

Seq 1 Line 5 Net Extended -10.00

Identifier UCS-1206 Description Overage from Check

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information Reference Information

Code	Batch Agg	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R080105466	C08	08010	0001	5466	0801	A0800	AY2017	JAD	100.000

Percent 100.00 Amount -10.00 Gross Extended -10.00

Seq 2 Line 6 Net Extended 10.00

Identifier UCS-1101 Description CV Filing Fee

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information Reference Information

Code	Batch Agg	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R080107536	C08	08010	0001	7536	0801	A0800	AY2017	JAD	100.000

Percent 100.00 Amount 10.00 Gross Extended 10.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search Navigation Acctg - Rev Distribution Page Series Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

NOTE: If the Charge Code has more than one Revenue Distribution Code, be sure to enter the percent or fixed amount for each row. To find the allocation strategy, go to the Appendix, ‘How To Look Up A Charge Code’.



STEP 2: Complete the Adjustment Bill

1. Return to the bill *Header – Info 1* tab.
2. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).
3. Click the **Save** button.


STEP 3: Run the Single Action Invoice Process

NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

1. The *Single Action Invoice* page will display.
 - a. Select a Run Control – If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it “Adjustment”. You can then use this Run Control each time you process an adjustment, by searching for it under the “Find an Existing Value” tab.

Single Action Invoice



- 2 The *Single Action Invoice* Run Control page will display.
 - a. Complete the following run control settings:
 - i. **Invoice Date Option:** enter “Processing Date”.
 - ii. **Posting Action:** enter “Batch Standard”.
 - iii. **Range Selection:** enter “Bill Type”.
 - iv. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Enter the adjustment bill type used. The example below is a “JAD”.
 - vi. Click the **Save** button.
 - b. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized.
 - i. View the number of bills in the Selection Parameters blue bar to ensure all your bills are included.
 - ii. Click the **Return** button to return to the *Single Action Invoice* run control page.

NOTE: If nothing is listed or the number of bills to process does not match what is expected then there is a problem. **STOP and call the helpdesk for assistance.**
 - c. Click the **Run** button.

The screenshot shows the 'Single Action Invoice' Run Control page. At the top, there are tabs for 'Single Action Invoice' and 'Print Options'. Below these, the 'Run Control ID' is set to 'JAD-Other_adjust' and the 'Language' is 'English'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run' (circled in red). A 'Bills to be Processed' icon (circled in red) is in the top right. The 'Selection Parameters' section has a blue bar at the top showing 'Find | View All' and '1 of 1'. Below this, there are three sections: 'Invoice Date Option' with 'Processing Date' selected (circled in red), 'Posting Action' with 'Batch Standard' selected (circled in red), and 'Range Selection' with 'Bill Type' selected (circled in red). To the right of these sections, 'Business Unit' is set to 'JUD08' and 'Bill Type' is set to 'JAD' (both circled in red). At the bottom left, there are 'Save' and 'Notify' buttons (Save is circled in red). At the bottom right, there are 'Add' and 'Update/Display' buttons.



3. The [Process Scheduler Request](#) page will display
 - a. Select the checkbox for the AOC_MAIN ([AOC Circuit & District Courts](#)) Process Name in the *Process List* section.
 - b. Click the **OK** button.

Process Scheduler Request

User ID **debbie.seipp** Run Control ID **JDP-Deposit-Adjustment**

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None) ▼	(None) ▼	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None) ▼	(None) ▼	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web ▼	TXT ▼	Distribution

4. The [Single Action Invoice](#) Run Control page will display.
 - a. A Process Instance number will display indicating that the AOC_MAIN process has begun.
 - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the *Process List* to see that the [AOC MAIN](#) process is running.
 - b. Click the [AOC MAIN](#) process name link to see its sub-processes.

Process List **Server List**

View Process Request For

User ID Type Last 6 Minutes

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1192902		PSJob	AOC_MAIN	debbie.seipp	02/24/2017 8:24:03PM EST	Processing	N/A	Details



- c. Periodically click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.

NOTE: This is a multi-part process and may take a few minutes to run.

Process Detail

Process Name AOC_MAIN

Main Job Instance 1192902

Left | Right

Refresh

1192902 - AOC_MAIN Processing

1192903 - BIIVC000 Success

1192904 - BI_IVCEXT Success

1192905 - BICURCNV Success

1192906 - BIPRELD Success

1192907 - BILDGL01 Success

1192908 - BILDAR01 Success

- i. Click both the **BIIVC000** and **BILDAR01** sub-process.
1. Click the [Message Log](#) in the **BIIVC000** process to confirm completion and to make sure that the correct number of bills were processed.
 2. Click the [View Log/Trace](#) link and open the PDF file in the **BILDAR01** process to confirm “0” bills were sent to AR.

End of Process to Move Revenue from one Charge Code to Another.

End of Document

Scenario 3: Post FAR Adjustment Process to Increase or Decrease the FAR amount when the payment method was NOT Cash or Check.

Scenario: The Single Action Invoice process was completed and the FAR Report completed. It was then discovered that the amount of the Credit Card, CCU or PNP FAR Report needs to be adjusted to reflect the actual amount of the deposit. The example below is increasing the Credit Card FAR report.

NOTE: Before getting started, gather a copy of the original transaction(s) information (if available). If in GEARS - print the Acctg – Rev Distribution page of all of the original transaction bill lines, as this will help verify the original allocation strategy and the charge code/identifier.


STEP 1: Create a New Bill

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing


1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - c. **Business Unit:** "JUD##", where ## is your 2-digit county code.
 - d. **Invoice:** Defaults to "NEXT", meaning the next available bill number will be assigned.
 - e. **Bill Type Identifier:** Enter or select correct Adjustment Bill type as "JCR, JCU, JPP".
 - f. **Bill Source:** "ONLINE", since the bill is being entered online.
 - g. **Customer:** "JUD##", Same as the Business Unit.
 - h. **Invoice Date:** is the current date.
 - i. **Accounting Date:** is the current date.
 - j. Click the **Add** button.


Bill Entry


Find an Existing Value
Add a New Value


Business Unit 


Invoice

Bill Type Identifier 

Bill Source 

Customer 

Invoice Date 

Accounting Date 

Add



2. **Header – Info 1**, of the Bill detail page will display.
 - a. Confirm the other fields you populated on the previous **Add a New Value** page are correct.
 - b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment.

Header - Info 1

Line - Info 1

Unit JUD09

Invoice NEXT

Pretax Amt 0.00 USD

Status NEW

*Type JCR

*Customer JUD09

Dorchester County Circuit Court

*Invoice Form NO_PRINT

Accounting Date 02/03/2017

Remit To BOA

Sales DEFAULT

Credit DEFAULT

Billing Specialist DEFAULT

Default Biller

Invoice Date 02/03/2017

Source ONLINE

SubCust1

From Date

Pay Terms IMMED

Bank Account 09

Bill Inquiry Phone

Collector DEFAULT

Billing Authority DEFAULT

Default Biller

Cycle ID DAILY

*Frequency Once

SubCust2

To Date

Pay Method Check

Go to:

Notes

Summary

Header Info 2

Express Entry

Bill Search

Address

Line Search

Copy Address

Attachments

Navigation

Header - Info 1

Page Series

Prev

Next

Save

Notify

Refresh

Add

Update/D



OTC – Post FAR Adjustments

3. The **Header – Note** tab will display.
 - a. Include the following information on your audit note:
 - i. Original Receipt Number (if known).
 - ii. Reason and any other information needed to explain the bill adjustment.
 - iii. Select: *Header - Order Info* from the **Navigation:** drop-down at the bottom of the page.

Header - Info 1 | Line - Info 1 | **Header - Note**

Unit JUD09 Bill To JUD09 Pretax Amt 0.00 USD
Invoice NEXT Dorchester County Circuit Court

Customer Notes

Find | View All First 1 of 1 Last

☐ Standard Note Flag Std Note

☐ Internal Only Flag Note Type CUSTNOTE

Note Text: Customer Note

To correct the credit card payment from January 25. The amount was recorded as \$15.00 and should have been \$20.00.

139 characters remaining

4. The **Header – Order Info** tab will display.
 - a. **Contract:** Enter the Original Receipt number, if known, (include all leading zeros). Ignore No Matching Values message.
 - b. **Case Number:** Enter number, if associated to a case.

Click the **Line – Info 1** tab to add bill lines

Header - Info 1 | **Header - Order Info** | Line - Info 1

Unit JUD09 Bill To JUD09 Pretax Amt 0.00 USD
Invoice NEXT Dorchester County Circuit Court

PO Ref

Contract

Contract Date

Contract Type

OM Bus Unit

Freight Terms

Ship Via


Case Number

PK Slip No

Sold To




OTC – Post FAR Adjustments

5. The **Line – Info 1** page will display.
 - a. A new Bill line needs to be added for each Charge Code/**Identifier** – e.g. RCS-106) used on the original receipt.
 - b. Click the plus sign  on the right of the Bill Line to add each line needed.
 - c. Add the following information to each line:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** This is the charge code. Use the look-up magnifying glass if necessary.
 - iii. **Gross Extended:** This is the amount of each item/charge code. All additional amounts should be entered in as a **positive** amount to increase the revenue.
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.

Header - Info 1 | **Line - Info 1**

Unit JUD09 Bill To JUD09 Pretax Amt 5.00 USD
Invoice NEXT Dorchester County Circuit Court Max Rows 5

Bill Line Find | View All First 1 of 1 Last 

Identifier Look Up Date 02/03/2017

Seq 1 Line
Table ID Identifier RCS-107 Net Extended 5.00
Description LR Certification of Copies

Quantity 1.0000 From Date
Unit of Measure EA To Date
Unit Price 5.0000 Line Type REV ☒ Accumulate
Gross Extended 5.00 Tax Code ☐ Tax Exempt
Exempt Cert

Less Discount 0.00
Plus Surcharge 0.00

Net Extended 5.00
VAT Amount 0.00
Tax Amount 0.00

Net Plus Tax 5.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation Line - Info 1 Page Series
Prev Next

Save Notify **Refresh** Add Update/Display



OTC – Post FAR Adjustments

- v. After all Charge Code lines are added, then click the plus sign to add one last line for the BUS-Payment amount.
- vi. This amount will be a **negative** amount and will be credited from CASH.
(This should be the total amount of all debit Bill Lines.)
- vi. **Table:** Enter “ID”.
- vii. **Identifier:** Enter “CLEAR-JCR”.
- viii. **Gross Extended:** Enter amount as a negative (\$-) amount.
- ix. Confirm the **Pretax Amt:** is **\$0.00** USD. If so – the Bill is balanced.
- x. Click the **Refresh** button.
- xi. Click the [Accounting](#) link to add the Accounting Distribution information.

Header - Info 1 | Line - Info 1

Unit JUD09 Bill To JUD09 Pretax Amt 0.00 USD Max Rows 5

Invoice NEXT Dorchester County Circuit Court

Bill Line Find | View All First 2 of 2 Last

Identifier Look Up Date 02/03/2017

Seq 2 Line Net Extended -5.00

Table ID Identifier CLEAR-JCR Description Clear Acct-ADJ Credit Card

Quantity 1.0000 From Date To Date

Unit of Measure EA Line Type MISC ☒ Accumulate

Unit Price -5.0000 Tax Code ☐ Tax Exempt

Gross Extended -5.00 Exempt Cert

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	-5.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	-5.00

Go to: Line Info 2 Tax **Accounting** Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search Navigation Line - Info 1

Page Series Prev Next

Save Notify Refresh Add Update/Display



OTC – Post FAR Adjustments

6. The **Acctg – Rev Distribution** page will display.
 - a. Click the “View All” link to complete the Charge Code allocation for each bill line. (If you do not know the allocation strategy for the Charge Code, go to the ‘How to Look up a Charge Code’ chapter in the Index portion of the reference guide.)
 - b. On the **Acctg – Rev Distribution** page, add the Accounting Code(s) to the **Code** field for each Charge Code/**Identifier**: line using the magnifying glass.
 - i. Code: Enter an ‘R’ to select the correct PCA+Object. (e.g., R520107503)
 - ii. Enter the corresponding allocation percent in the Percentage field, if applicable.
 - iii. Enter **JCR** in the **Dept ID** box. This is the “Type” field you entered on the *Header – Info 1* page.
 - iv. The CLEAR-JCR allocation will be added by the system with required information. No changes required.
 - v. Click the **Save** Button.

Header - Info 1 | Line - Info 1 | **Revenue Distribution**

Unit JUD09 Bill To JUD09 Pretax Amt 0.00 USD Max Rows 5

Invoice 0009171785 Dorchester County Circuit Court

Bill Line Find | **View 1** | First 1-2 of 2 | Last

Seq 1 Line Net Extended 5.00
Identifier RCS-107 Description LR Certification of Copies

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 | Last

Acctg Information Reference Information

	Code	Batch Agg	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+	R090306235	C09	09030	3003	6235	0903	A0027	AY2017	JCR	100.000

Percent 100.00 Amount 5.00 Gross Extended 5.00

Seq 2 Line Net Extended -5.00
Identifier CLEAR-JCR Description Clear Acct-ADJ Credit Card

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 | Last

Acctg Information Reference Information

	Code	Batch Agg	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+	CLEAR-JCR	C09	09380	7038	7545	0938	A0938	AY2017	JCR	100.000

Percent 100.00 Amount -5.00 Gross Extended -5.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search Navigation Acctg - Rev Distribution

Save Notify Refresh Add Update/Display



STEP 2: Complete the Adjustment Bill

1. Return to the bill *Header – Info 1* tab.
2. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).

Header - Info 1		Line - Info 1	
Unit	JUD09	Invoice	0009171785
Pretax Amt	0.00	USD	
Status	RDY	Invoice Date	02/03/2017
*Type	JCR	Source	ONLINE
*Customer	JUD09	SubCust1	
Dorchester County Circuit Court		Cycle ID	DAILY
*Invoice Form	NO_PRINT	*Frequency	Once
Accounting Date	02/03/2017	SubCust2	
Remit To	BOA	From Date	
Sales	DEFAULT	Pay Terms	IMMED
Credit	DEFAULT	Bank Account	09
Billing Specialist	DEFAULT	Bill Inquiry Phone	
Default Biller		Collector	DEFAULT
		Billing Authority	DEFAULT
		Default Biller	
Go to:	Header Info 2	Address	Copy Address
Notes	Express Entry		Attachments
Summary	Bill Search	Line Search	Navigation
Save	Notify	Refresh	Header - Info 1
			Page Series
			Prev Next
			Add

STEP 3: Run the Single Action Invoice Process

For each of the different Adjustment Bill Types used (i.e., JAD, JBC, JCC, JCU, JPP), the Single Action Invoice process will need to be run. This example demonstrates a JDP (Deposit Amount) Adjustment.

NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice


1. The *Single Action Invoice* page will display.
 - a. Select a Run Control – If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it “Adjustment_Deposit”. You can then use this Run Control each time you process a JDP adjustment, by searching for it under the “Find an Existing Value” tab.

Single Action Invoice

Find an Existing Value	Add a New Value
Run Control ID Credit-Card-Adjust	
Add	




The [Single Action Invoice](#) Run Control page will display.

- b. Complete the following run control settings:
 - i. **Invoice Date Option:** “Processing Date” will default in.
 - ii. **Posting Action:** Enter “Batch Standard”.
 - iii. **Range Selection:** Enter “Bill Type”.
 - iv. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Enter the adjustment bill type used. The example below is a “JDP”.
 - vi. Click the **Save** button.
- c. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized.
 - i. View the number bills in the blue bar to ensure all your JDP bills are included.
 - ii. Click the **Return** button to return to the [Single Action Invoice](#) run control page.

NOTE: If nothing is listed or the number of bills to process does not match what is expected, then there is a problem. **STOP and call the helpdesk for assistance.**
- d. Click the **Run** button.

[Single Action Invoice](#) [Print Options](#)

Run Control ID Credit-Card-Adjust [Report Manager](#) [Process Monitor](#) [Run](#) 

Language English ☒ Specified Language ☐ Recipient's Language

Selection Parameters [Find](#) | [View All](#) First 1 of 1 Last

Seq Nbr 1

Invoice Date Option

☒ Processing Date
☐ User Defined


Posting Action


☐ Do Not Post ☒ Batch Standard

Range Selection

☐ All
☐ Bill Cycle
☐ Date Bill Added
☐ Range ID
☐ Public Voucher Number

☐ Invoice ID
☐ Cust ID
☒ Bill Type
☐ Bill Source

Business Unit JUD09 

Bill Type JCR 

[Save](#) [Notify](#)

[Add](#) [Update/Display](#)



- e. The [Process Scheduler Request](#) page will display.
 - i. Select the checkbox for the AOC_MAIN ([AOC Circuit & District Courts](#)) Process Name.
 - ii. Click the **OK** button.

Process Scheduler Request

User ID **debbie.seipp** Run Control ID **JDP-Deposit-Adjustment**

Server Name Run Date

Recurrence Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None) ▼	(None) ▼	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None) ▼	(None) ▼	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web ▼	TXT ▼	Distribution

- f. The [Single Action Invoice](#) Run Control page will display.
 - i. A Process Instance number will display under the “Run” button indicating that the AOC_MAIN process has begun.
 - ii. Click the [Process Monitor](#) link.
 - a. The [Process List](#) page will display.
 - iii. Review the *Process List* to see that the [AOC_MAIN](#) process is running. **NOTE:** *This is a multi-part process and may take a few minutes to run.*
 - iv. Click the [AOC_MAIN](#) process name link to see its sub-processes.
 - v. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.
 - 1. Click both the [BIIVC000](#) and [BILDAR01](#) sub-process.
 - a. Click the [Message Log](#) on the [BIIVC000](#) process to confirm completion and to make sure the correct number of bills were processed.
 - b. Click the [View Log/Trace](#) link and open the **PDF** file on the [BILDAR01](#) process to confirm “0” bills were sent to AR.

Process Name **AOC_MAIN**

Main Job Instance **1192902**

Left | Right

1192902 - AOC_MAIN Processing

- ☒ 1192903 - BIIVC000 Success
- ☒ 1192904 - BI_IVCEXT Success
- ☒ 1192905 - BICURCNV Success
- ☒ 1192906 - BIPRELD Success
- ☒ 1192907 - BILDGL01 Success
- ☒ 1192908 - BILDAR01 Success

End of Process to Increase/Reduce the Miscellaneous Adjustment Amount.